

DUTY STATEMENT

Class Title: Research Scientist Supervisor II	Position Number: 809-180-5651-901
Unit:	
Section: HIV Prevention Research and Evaluation Section	
Branch: HIV/AIDS Epidemiology Branch	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Research Scientist Supervisor II (RSS II) is responsible for conducting research on HIV prevention interventions, performing epidemiologic studies and behavioral surveys, and supervising staff.

Supervision Received: Broad administrative direction and supervision from the Research Scientist Manager, Chief of the HIV/AIDS Epidemiology Branch.

Supervision Exercised: Supervises 14 staff ranging from graduate students to professional staff.

Description of Duties: The RSS II conceives, proposes, plans, organizes, and directs major, complex HIV prevention research, behavioral and disease surveillance epidemiology, program evaluation, and quality assurance activities; plans, organizes, and directs the most difficult, innovative, and highly coordinated intramural and extramural research programs, which have national significance and are critical to the public health, involving multiple disciplines and supervises the activities of all research staff; is the lead expert on HIV prevention research and consults with department, state, and national public health personnel, and major university and other state and national research personnel to advance the knowledge of the HIV epidemic, public risk, and HIV prevention strategies and to develop new research initiatives; advises departmental staff, legislative bodies, governmental entities, commissions, and agencies on HIV prevention program research needs; and uses HIV prevention research findings to develop and interpret health policies. The RSS II must possess strong managerial, administrative, and training skills to recruit, select, train, and develop staff and to develop budgetary and fiscal parameters for research.

Percent of Time Essential Functions

45%	Independently and in consultation with other Office of AIDS (OA) and DHS staff, advisory groups, local health departments, and the Centers for Disease Control and Prevention (CDC), plans, proposes, organizes, directs, and interprets major, long range HIV prevention research programs; evaluates current literature on HIV epidemiology and prevention to assess research program needs and direction (the programs include intramural disease and behavioral surveillance, research on major HIV prevention interventions, evaluation of funded programs, and quality assurance activities); oversees extramural HIV prevention research activities established through awarded external grants or OA funds that complement intramural activities and the overall research plan; using behavioral and disease surveillance and other data, develops research strategies to assess the current status of the AIDS epidemic and project future trends; works closely with section and other scientific staff within OA, from local health jurisdictions, CDC, and other organizations to produce refined
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	estimates of HIV epidemiology; conducts geographic, demographic, and risk assessment research and evaluations; defines the research team staff composition and oversees their efforts; recruits, hires, and develops all research staff; ensures that staff are adequately prepared by providing training opportunities and tutoring in special skills and knowledge; and provides direction to other technical and professional staff in the branch with projects being designed or implemented to ensure effective evaluation, quality assurance, and prevention program development.
20%	Interprets the results of research to advance the knowledge of the HIV/AIDS epidemic and its epidemiology and prevention, including the study of HIV trends, incidence, and prevalence; defines predictive profiles of high risk and HIV infected persons to direct HIV prevention efforts; uses scientific and disciplinary expertise to improve the effectiveness of existing HIV primary prevention intervention strategies and conceives, proposes, and plans new, innovative strategies; oversees the writing of reports and documents on research projects and data analyses; edits and supervises the submission scientific publications on the results of HIV prevention and behavior surveillance research; presents research results to appropriate individuals, groups, meetings, and conferences; and consults with experts in HIV epidemiology and prevention to identify issues and methods of assessing HIV epidemiology and prevention interventions.
10%	Collaborates and consults with the California HIV Planning Group subcommittees regarding HIV prevention research and evaluation activities; sets the direction for and oversees the Universitywide AIDS Research Program's Interagency Agreement with OA to provide grants to conduct collaborative research activities between major university researchers and AIDS service organizations on the effectiveness of HIV prevention programs; and works with the California Consortium of Local AIDS Directors and other interested parties to ensure the adequacy of the overall HIV prevention research program.
10%	Directs the scientific design of program evaluation strategies for HIV prevention including the development, implementation, and maintenance of major HIV prevention data collection systems including the HIV Counseling Information System, the HIV Counselor Training Roster, and the Evaluating Local Interventions (ELI) information system (these databases hold information on: the HIV status and behavioral risk profile of 200,000 Californians tested annually; training information on approximately 1,500 HIV counselors trained annually; key program information on all HIV prevention programs funded by OA; and demographic data on all clients served); and directs the scientific research program for evaluating these data to determine the effectiveness and efficiency of HIV prevention programs.
10%	Consults with OA and departmental management and staff, legislative bodies, governmental agencies, commissions, agencies, and other interested parties on the adequacy of existing HIV prevention programs and the feasibility of planned programs; oversees the provision of data, analysis, and projections to support recommendations; provides technical consultation on program direction to research and administrative entities within OA, the department, and other state agencies on the HIV prevention programs and related scientific information; and directs technical assistance programs on research and evaluation to local health departments and other providers.

Percent of Time Marginal Functions

5%	Presents research results to appropriate individuals, groups, meetings, and conferences.
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Employee's signature	Date	Supervisor' signature	Date
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